



INSTRUCTIONS FOR OBTAINING CASE NUMBERS
Effective January 1, 2011
203B ONLY

As a result of the new lender requirements outlined in the HUD Mortgagee Letter 2010-33, dated September 21, 2010, GMFS will be required to obtain case assignments for sponsored mortgagees. Please observe the following procedures for ordering case assignments effective January 1, 2011.

The Case Assignment Request Form (found in the Toolbox Section of the Broker Portal) must be completed and emailed to FHACaseAssign@gmfslending.com in order to obtain a case number.

Kim Christopher will notify the broker by email once the case assignment has been completed.

Once the case assignment has been received, the broker can then upload the complete file for submission. Files that are uploaded without the case assignment will be marked as incomplete.

Please contact your district director if you have any questions regarding this process.

Thank you for your business!